

## GUIDELINES FOR USE OF ELECTRONIC EXHIBITS

The Pollution Control Hearings Board and the Shorelines Hearings Board have begun a pilot program to institute the use of exhibits in electronic format in certain cases, both in hearings and in motions practice. We are in the process of setting up the procedures and selecting cases to pilot the program, and you have expressed an interest in participating.

Technical requirements are set out below. In order to make the pilot process successful in your case, we ask that you take the time to review these requirements and prepare for hearing to ensure competency with locating and presenting the exhibits alone or with assistance from your own office.

Below is a list of requirements we are requesting in order for electronic exhibits to be used in your case. Please review these requirements to ensure your office has the capability to meet them and discuss any concerns in advance with our office.

- One (original) hard copy (marked, tabbed, and three-hole punched) together with copies of the exhibit *indexes* for distribution to each member of the Board hearing the case, and one digital copy on **USB drive, or CD or DVD disc**.
- Digital copy must be in PDF file format, readable on Windows operating system. (We are currently using Adobe Acrobat XI Pro).
- Digital copy should have OCR text recognition applied.
- Bookmarks for each exhibit created.
- A table of contents with links to each of the bookmarks at the beginning of the PDF document is optional but preferred.
- Use of each party's own laptop is highly recommended but not required.<sup>1</sup>

In addition, parties should be prepared to provide the electronic forms of the exhibit at least 5 days prior to the hearing date in order for the Board to upload the filing to its system and be prepared for hearing.

Please note that use of electronic medium should not be a total substitute for illustrative exhibits used at the hearing (i.e., oversize maps, etc.).

If you are not clear what we are requesting or need assistance, please contact Vanessa Smith or Lynn Truong here at the office, 664-9160.

Thank you and we welcome your feedback for making this process as efficient as possible.

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<sup>1</sup> If a party does not have access to a laptop, that party will need to contact the Board to address this issue.